

Date
3 Jan 94

(Name, office number, building, Age)		Initials	Date																		
1. <u>PPG</u>		<u>K</u>	<u>2 Feb</u>																		
2. <u>PA</u>		<u>J</u>																			
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<table border="1"> <thead> <tr> <th>Action</th> <th>File</th> <th>Note and Return</th> </tr> </thead> <tbody> <tr> <td>Approval</td> <td>For Clearance</td> <td>Per Conversation</td> </tr> <tr> <td>As Requested</td> <td>For Correction</td> <td>Prepare Reply</td> </tr> <tr> <td>Circulate</td> <td>For Your Information</td> <td>See Me</td> </tr> <tr> <td>Comment</td> <td>Investigate</td> <td>Signature</td> </tr> <tr> <td>Coordination</td> <td>Justify</td> <td></td> </tr> </tbody> </table>				Action	File	Note and Return	Approval	For Clearance	Per Conversation	As Requested	For Correction	Prepare Reply	Circulate	For Your Information	See Me	Comment	Investigate	Signature	Coordination	Justify	
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Coordination	Justify																				
REMARKS																					

SG1J

SG1A

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FF

Room No.—Bldg.